

## GT Improvement Enrollment Guide

GT Improvement is an **ACCELERATED** version of BSEP. Registration is limited to Soldiers with a current GT score of 105 or higher or current TABE scores of 11.0 or higher in Reading, Vocabulary, and Total Math. This is an on-duty education program designed as a test prep for the GT sections of the Armed Forces Classification Test (AFCT).

### Enrollment & Class Information

1. **Schedule and take** a Test of Adult Education (TABE). Schedule test at the Multi-Use Learning Facility, Room 141 or Call (315) 772-9993. TABE must be taken prior to registering for the class, **regardless of GT score**.

2. **Return Enrollment Memo (see sample below) and a copy of ERB to the Education Center to enroll in class.** Memorandums will be accepted until course is full or the start of the class, whichever comes first.

**NOTICE:** Armed Forces Classification Test (AFCT) will not be scheduled until the soldier has completed Pre-GT and is counseled by instructor or counselor. AFCT testing is voluntary. Due to a change in data collection rules, registrations by a unit representative will no longer be allowed. SM must register in person.

### Class Schedule

<u>CLASS NUMBER</u>	<u>DATES</u>	<u>TIME</u>	<u>REGISTRATION OPENS at 0830</u>	<u>NOTES</u>
FY17 – 2	4 – 19 Oct	0900 – 1200	12 Sep 16	No classes 7 and 10 Oct 16
FY17 – 3	20 Oct – 2 Nov	0900 – 1200	19 Sep 16	
FY17 – 4	3 Nov – 18 Nov	0900 – 1200	5 Oct 16	No classes 11 and 14 Nov 16
FY17 – 5	28 Nov – 9 Dec	0900 – 1200	28 Oct 16	

### Sample Commander's Memo

AFZS-(Your Office Symbol)

DATE

MEMORANDUM FOR EDUCATION CENTER

SUBJECT: GT Improvement Enrollment

1. Request **Soldier's Rank, Last Name, First Name** be admitted into GT Improvement which runs (**include dates for class**).
2. Soldier will be released from all other duties and training that may conflict with the GT Improvement Class. (Class runs from **0900-1200 Monday – Friday**). Soldier will be dismissed from class if he/she misses **three hours** of instruction. Duty uniform will be worn.
3. Soldier's 1SG is (**Provide Name**) and can be reached directly at (**provide phone and email address**).
4. POC is (**provide name**) at 315-772-XXXX.

Unit Commander's Name  
CPT, QM  
Commanding